

BUILD A COMPREHENSIVE *unit safety program*

Display and promote unit commander's safety policy and program. Maintain unit safety references; e.g., MCOs, unit safety operating instructions, etc. Document all safety training

Facilitate unit safety meetings and keep meeting minutes.

Develop and maintain a unit safety turnover binder.

- ❑ Provide the principles of operational risk management in safety training and lessons learned per the current issuance of MCO 3500.27.
- ❑ Conduct work center hazard recognition safety assessments of the premises, equipment, and command activities (at least quarterly); document the results; forward an executive summary of the assessment to the commander; and retain the assessment for 3 years.
- ❑ Ensure pre-mishap plan drills are conducted annually, and the pre-mishap plan is updated prior to any change of operating base.
- ❑ Establish and train procedures for all personnel on the procedures for reporting unsafe or unhealthful working conditions (NAVMC 11401) and the ANYMOUSE (RCS MC-5100-06) forms.
- ❑ Maintain liaison between host installation and other unit safety-related programs; such as, ammunition, explosive, radiation, lasers, etc.
- ❑ Coordinate, where available, host installation safety specialists review and participation in tactical training exercises and operations.
- ❑ Coordinate, accompany, and reply to host installation annual, semiannual, and no-notice work center inspections and reports of unsafe, unhealthful working conditions, industrial hygiene surveys and reports, or hazard reports.

As directed, serve as primary point of contact for the following:

- Safety and occupational health.
- Transportation/traffic safety.
- Off duty/recreation safety.
- Fire safety.
- Ammunition and explosive range safety.
- Radiation and laser safety.
- Industrial hygiene.

As directed, or required, ensure the following training is available:

- Senior leader, supervisory, and new arrival safety orientation/training.
- Unit/shop supervisors safety training.
- Unit safety guidance.
- Specialized training for personnel as required.
- CPR and first-aid training.
- Training and technical assistance for laser, radiation, and radiofrequency radiation safety programs.

Mishap Reporting & Investigation

- ❑ Conduct mishap investigation and reporting training for unit supervisors and shop/section safety representatives.
- ❑ Coordinate with the installation Range Control Officer for Range Safety Training.
- ❑ Investigate mishaps to determine classification and reporting requirements.
- ❑ Assist with safety investigation boards, as requested.
- ❑ Use WESS for data analysis and recommendations regarding trends.
- ❑ Maintain unit mishap action plan, logs, records, and reports.
- ❑ Initiate safety investigation reports and hazard reports, as required or requested.
- ❑ Submit monthly mishap reports to higher headquarters and the host installation.
- ❑ Submit Annual Mishap Summary Report per the current issuance of MCO P5102.1 (RCS DD-5102-02) to higher headquarters and the host installation.
- ❑ Assist in preparation of the 7-day response requirement on serious mishaps.

Marine Corps safety policy is directed towards aiding in the maximum conservation of manpower and material through the application of a comprehensive, effective and continuous safety program for all Marine Corps activities, units, and personnel.

ESSENTIAL FUNCTIONS

- ❑ Familiar with mishap prevention principles and Marine Corps orders concerning safety and safety standards (5100 series)
- ❑ Analyze unit mishap experience and any trends that exist
- ❑ Evaluate effectiveness of safety program in light of unit mishap experience and recommend revisions or innovations in program.
- ❑ Select top-quality NCOs to assist in operation of unit safety program
- ❑ Ensure all supervisory personnel understand and apply appropriate safety policies and standards in all tasks, operations, and activities
- ❑ Ensure prompt investigation and reporting of mishaps
- ❑ Review mishap investigation reports and provide summary reports to higher authority as required
- ❑ Conduct periodic safety inspections and recommend appropriate actions to remove or control hazards that have been identified
- ❑ Procure materials for safety training based on unit needs
- ❑ Recommend reassignment or additional training for violators of safety policies and standards

REGISTER

for a Ground Safety Climate Survey
at: <http://www.semperfisafety.com>

CONTACT

your base safety office
for assistance in developing
your safety and occupational
health programs and mishap
reduction initiatives.

BASE SAFETY PHONE NUMBER:



HEADQUARTERS, U.S. MARINE CORPS SAFETY DIVISION

2 Navy Annex, Room 2122
Washington, D.C 20380-1775

Phone: 703-614-1202/2147/2423
<http://www.hqinet001.hqmc.usmc.mil/sd/index.htm>

Marine Corps Unit Safety Program

QUICK GUIDE



The current edition of MCO 5100.29A and MCO P5100.8F defines the Marine Corps Safety Program and outlines responsibilities of the unit safety program manager in detail.